

CONVENTION STANDING RULES - PROPOSED

*Instructions to Delegates and Order of Procedures
90th Italian Catholic Federation National Convention
Catholic Diocese of San Jose, Santa Clara, CA
September 3 – September 5, 2021*

1. GENERAL INFORMATION

- a. Delegates arriving at the Convention before the start of business must register at the designated registration area to receive their credentials.
- b. Delegates arriving at the Convention after the first business session has been called to order must report to the Credentials Committee. The Chairperson of the Credentials Committee is Deborah Rodondi.

2. INSTRUCTIONS TO DELEGATES

- a. Delegates are required to attend all Convention business sessions. It is their obligation to remain until the Convention is officially adjourned on Monday.
- b. If a Delegate wishes to be excused for a serious reason, it is the Delegate's duty to report his/her excuse to a Credentials Committee member prior to leaving.
- c. If an Alternate takes the place of an excused Delegate, the Alternate must register with a Credentials Committee member.
- d. Delegates must remain in their assigned places. Seating arrangements are prearranged according to District or Area as nearly as possible.
- e. At no time shall a Non-Delegate be seated with Delegates.
- f. Branches desiring to be excused from sending the proper number of Delegates to the Convention will be discussed individually.
- g. Consumption of alcoholic beverages IS NOT ALLOWED during the General Sessions.

3. ORDER OF PROCEDURES

- a. To "obtain the floor" at a business session, the Delegate must approach a floor microphone. The Presiding Officer will recognize the Delegate. The Delegate must address the Presiding Officer "Mr./Madam...state title." The Delegate then states "their Name, Branch Number and Location."
- b. A Delegate having the floor may not be interrupted unless their procedure is out of order.
- c. The correct form to use when making a MAIN MOTION is to "obtain the floor," and state "I move that...state the motion."
- d. To SECOND A MOTION, "obtain the floor," and state "I second the motion."
- e. The Presiding Officer will state the motion, and then place the motion on the floor for debate. The Delegate who made the motion is the first to speak in debate.
- f. A Delegate shall speak NO LONGER THAN THREE MINUTES, and only twice in debate, and NOT the second time until all who wish to debate the matter have spoken the first time.

- g. A Delegate may choose to vote against their motion, but may not speak against it.
- h. Any AMENDMENT to a Convention Proposal must be presented IN WRITING to the Presiding Officer before any action can be taken on the amendment.

4. DECORUM IN DEBATE

- a. Delegates must address their remarks to the Presiding Officer, not to each other. If referring to another Delegate, state “The Delegate of Branch Number ____.” If asking a question of a Delegate, state “I would like to ask a question of the Delegate from Branch Number ____.”
- b. Disturbances of any kind and the use of improper language are out of order. Decorum must prevail at all times.

5. GOOD OF THE ORDER

- a. Each Delegate will be allowed only one opportunity to speak under the Good of The Order.
- b. The speaker shall confine his/her remarks to NO LONGER THAN THREE MINUTES.
- c. Speakers are encouraged to be positive.
- d. Speakers are reminded that Good of The Order is not a period of open debate. Motions will not be accepted during this period of time.

6. ROBERT’S RULES OF ORDER

The Rules contained in the current edition of Robert’s Rules of Order Newly Revised, 10th Edition, shall govern the Convention in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Federation and these Standing Rules.

FOR DELEGATES’ INFORMATION ONLY – NOT TO BE VOTED UPON AS PART OF THE REPORT

INFORMATION REGARDING CENTRAL COUNCIL CANDIDATES

- a. Ballots will list Candidates in the order that they are nominated by Branches, reversing the order each year to ascend by Branch Number in odd years and descend by Branch Number in even years.
- b. Each Candidate for the Central Council may speak to the General Assembly for a maximum of TWO MINUTES.
- c. Delegates shall VOTE FOR NO MORE THAN TEN Candidates for the Central Council. Ballots containing more than ten votes will not be counted.
- d. Neither Delegates nor Non-Delegates shall post anything on the walls of the hotel.